

**UNITED STATES DEPARTMENT OF AGRICULTURE
RURAL DEVELOPMENT
BISMARCK, ND 58502**

April 16, 2010

SUBJECT: State Internal Review 5-Year Plan

TO: State Office and Field Offices in North Dakota

PURPOSE/INTENDED OUTCOME:

This Administrative Notice (AN) is issued to notify State Office and field office staff of the 5-year schedule for State Internal Reviews (SIRs) and centralized program reviews in North Dakota.

COMPARISON WITH PREVIOUS AN:

This AN replaces ND AN No. 1495 (2006-M) which expired December 31, 2009.

IMPLEMENTATION/RESPONSIBILITIES:

Management Control Officer (MCO) duties are delegated to Debra Steinwand. The MCO is the team coordinator for all SIRs.

Complete, comprehensive evaluation reviews in all program areas and administrative functions will be conducted in selected field offices and/or centralized State Office program areas each fiscal year in accordance with the requirements of Rural Development Instruction 2006-M and this Administrative Notice.

In compliance with RD Instruction 2006-M, the SIR 5-year plan is established as shown on Exhibit A. The SIR schedule for FY 2010 is as follows:

State Office – Community Facilities	July 19-30, 2010
State Office – Water & Waste	July 19-30, 2010
State Office – Water & Environmental Program	July 19-30, 2010

EXPIRATION DATE:
April 30, 2011

FILING INSTRUCTIONS:
Following RD Instruction 2006-M

The Community Facilities, Water and Waste, and Water and Environmental Programs are centralized in the State Office. A SIR Team consisting of State Office Specialists from neighboring states will be appointed to conduct the fiscal year 2010 reviews.

The SIR team appointed to conduct the field office SIRs for fiscal years 2011 through 2014 consists of the following State Office staff:

Debra Steinwand, Management Control Officer
Carol Reed, Civil Rights Manager / Assistant State Environmental Coordinator
Bill Davis, Native American Program Coordinator (Community Development)
Sandra Sipma, Contract Program Manager
Mark Wax, Housing Program Director
Barry Borstad, Single Family Housing Specialist
Kathy Lake, Multi-Family Housing Specialist
Sharon Durling, Multi-Family Housing Technician
Myron Lepp, Administrative Program Director
Elaine Anton, Human Resources Assistant
Colleen Nosbusch, Budget Technician

A State Senior Management (SSM) team has been established to assist the State Director and MCO plan the SIRs, review SIR team reports and reviewed offices' action plans, and make recommendations regarding SIR report closure. The SSM team will be:

Administrative Program Director
Business & Community Program Director
Housing Program Director
Area Directors
Civil Rights Manager
Native American Program Coordinator
Program Support Director

All employees should review RD Instruction 2006-M and the SIR Handbook to familiarize themselves with the SIR process. If there are any questions regarding the SIR process, please contact Debra Steinwand at 701-530-2058.

/s/ Dale Van Eckhout
For JASPER SCHNEIDER
State Director

Attachment

STATE INTERNAL REVIEW (SIR) 5-YEAR PLAN

OFFICE	LAST REVIEW	FY 10	FY 11	FY 12	FY 13	FY 14
Field Offices:						
Devils Lake Area Office	6-07			X		
Valley City Area Office	4-08				X	
Dickinson Area Office	3-09					X
Bismarck Satellite Office	3-09					
Williston Satellite Office	3-09					
Minot Area Office	4-06		X			
State Office Centralized Programs:						
Community Facilities	6-05	X				
Water & Waste and WEP						
State Review 6-05	6-05	X				
N/O Review 11-06	11-06					
Business and Cooperative Programs	2-09 *BCPAR					

Program areas to be reviewed in the Area Offices include Multi Family Housing, Single Family Housing, Civil Rights, Environmental, Procurement, Community Development, and Administrative functions. The two satellite offices will be reviewed at the same time the SIR is conducted in the Dickinson Area Office.

Community Facilities, Water and Waste, Water and Environmental, and Business and Cooperative Programs areas are centralized in the State Office. These program areas will be reviewed by a SIR Team consisting of individuals from other State Offices or the National Office.

*BCPAR – Business and Cooperative Programs Assessment Review – Reviews conducted by the National Office. These reviews are considered part of the SIR 5-year plan. If a BCPAR is not conducted a minimum of once every 5 years, then a SIR must be completed.